



ADMINISTRATION AND  
MANAGEMENT

OFFICE OF THE SECRETARY OF DEFENSE

1950 DEFENSE PENTAGON  
WASHINGTON, DC 20301-1950

DEC 01, 2009

MEMORANDUM FOR UNDER SECRETARY OF DEFENSE FOR INTELLIGENCE

SUBJECT: Charter Renewal – Board of Visitors for the National Defense Intelligence College

The charter for the Board of Visitors for the National Defense Intelligence College is approved for renewal. A notice will be published in the Federal Register announcing the Department's intention to renew the Committee's charter. Pursuant to 41 CFR § 102-3.70, my Committee Management Officer (CMO) will formally file the Committee's renewed charter with the Library of Congress, the General Services Administration, and the appropriate congressional oversight committees.

As the DoD Sponsor for this federal advisory committee, you are reminded that you are responsible for:

- (a) Ensuring that the Board of Visitors for the National Defense Intelligence College Designated Federal Officer (DFO) attends all the meetings;
- (b) Ensuring that the DFO and the Board fully complies with all appropriate federal statutes and regulations, to include DoD Instruction 5105.04;
- (c) Providing adequate support to the Board and its membership;
- (d) Ensuring that the Board members are appointed according to DoD policy, and that they do not serve on the Board until all personnel and ethics paperwork has been processed by the appropriate offices;
- (e) Ensuring that neither the Board of Visitors for the National Defense Intelligence College nor the Board's membership is unduly or inappropriately influenced by federal employees or any special interest;
- (f) Monitoring the implementation status of any recommendation adopted by the Department of Defense or the Congress, and ensuring that this information is available for future inquiries.

If you have any questions, please contact my CMO, Frank Wilson, at (703) 601-6100.

Michael L. Rhodes  
Acting Director